



CalJOBS Help Sheet 12

How to Create an Outcome in CalJOBS

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How to Create an Outcome in CalJOBS

This section describes when and how to create an Outcome in CalJOBS.

Outcomes should only be created if you want to hard exit a participant from the program. A hard exit means that the participant will not be returning to your agency in the future. Hard exits are also counted as neutral exits, meaning they won't reflect negatively or positively on an agency. Hard exits occur when a participant is exited using a global exclusion as the exit reason.

An Outcome will automatically be generated if a Closure is created for a participant.

Creating an Outcome

1. After accessing the participant's case, expand the WIOA application by clicking the **(+)** button located to the left of the application. Then, expand the application further by clicking on the new **(+)** button that appears. Finally, click the **"Create Outcome"** button.

The screenshot shows the CalJOBS interface for a participant's case. The 'Workforce Innovation and Opportunity Act (WIOA) Program - 1 Application' is expanded, showing a sub-application 'Workforce Innovation and Opportunity Act (WIOA) Program #2234010'. The sub-application is further expanded, showing details like 'Case Manager: Staff01, Lao' and 'Temp Assigned: None Assigned'. Below this, there are links for 'Create Participation', 'Edit Participation for WIOA #2234010 Participation Date 10/5/2015', 'Create Activity', 'Create Literacy & Numeracy Records', 'Create Younger Youth Goals', 'Create Closure', and 'Edit WIOA Case Closure for WIOA Program #2234010 Closure on 10/5/2015'. At the bottom, the 'Create Outcome' button is highlighted with a red arrow.

| Status | Activity / Provider | WZ | Funding / Grant | Projected Begin Date | Actual Begin Date | Projected End Date | Actual End Date |
|---|---------------------|----------|-----------------|----------------------|-------------------|-----------------------|-----------------|
| 412 - Objective Assessment No Provider Information | 301 Youth | 10/05/15 | 10/05/15 | 01/11/16 | 10/05/15 | Successful Completion | |

2. Outcome

a. General Information

This section should already have the participant's basic information pre-populated. For the additional fields that appear, select the **LWIA/Region**, **Office Location**, and **Staff Position**.

The screenshot shows a form titled "General Information" with the following fields:

| | |
|--------------------|--|
| Login Name: | FRGARCIA7190 |
| User ID: | 29833132 |
| State ID: | 1000757366 |
| Name: | Francisco Garcia |
| * LWIA/Region: | Los Angeles County Department of Community, and Se |
| * Office Location: | WIOA - AYE Catholic Charities |
| * Staff Position: | Staff |

Arrows point to the three fields marked with an asterisk: a black arrow to LWIA/Region, a red arrow to Office Location, and a green arrow to Staff Position.

b. Exit Information

Enter the participant's **Exit Date** and select an **Exit Reason** here. "Institutionalized" and "Deceased" are examples of hard exit reasons.

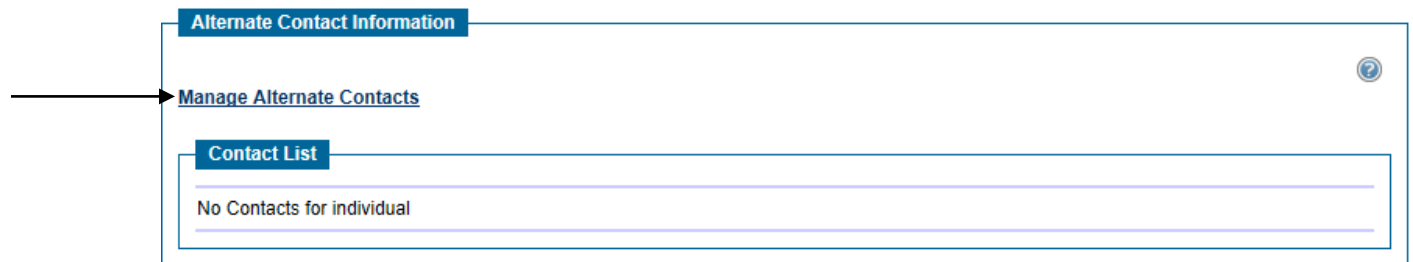
The screenshot shows a form titled "Exit Information" with the following fields:

| | |
|--------------|--|
| * Exit Date: | 03/31/2016 Today |
| Exit Reason: | <div>None Selected Institutionalized Health/Medical Deceased Reservist called to Active Duty Family Care</div> |

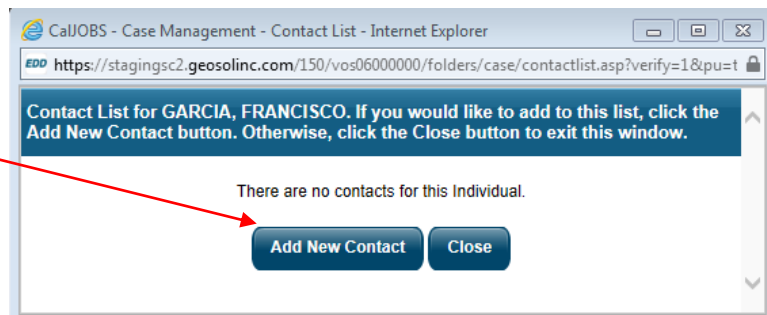
The "Exit Reason" dropdown menu is open, showing the following options: None Selected, Institutionalized, Health/Medical, Deceased, Reservist called to Active Duty, and Family Care. Below the form is a section titled "Alternate Contact Information".

c. Alternate Contact Information

Alternate contact information for the participant may be added or edited in this section by clicking the **“Manage Alternate Contacts”** button.



This window will pop-up when the button is clicked. Existing contacts may be edited or a new contact can be added by clicking the **“Add New Contact”** button.



After clicking the “Add New Contact” button, fill in the appropriate information and click the “**Save**” button to add the new contact information.

CalJOBS - Case Management - Individual Contact Info - Internet Explorer

https://stagingsc2.geosolinc.com/150/vos06000000/folders/case/contactdetails.asp?enc=JG2T8Y1pXB7w0lkOuZCQ9HDdpkgzByuiVF

Please provide information for the following fields and click the Save button when you are finished. If you do not want to add this contact at this time, click the Cancel button to return to a list of contacts.

* indicates required fields.

Alternate Contact Information

* Contact Name

Address 1

Address 2

City

State

Zip

* Phone Number

Email Address

* Relationship

Other Description

Date contact is no longer valid (mm/dd/yyyy)

Save **Cancel** **Close**

d. Staff Information

In this section a case manager may be assigned or removed by clicking either the “**Assign Case Manager**” or “**Remove Case Manager Assignment**” buttons. Case notes can also be added by clicking the “**Add a new Case Note**” button. Finally, click the **Save** button when finished with the Outcome.

Staff Information

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

| ID | Create Date | Subject | Action |
|----------------|-------------|---------|--------|
| No data found. | | | |

Current Case Manager:

Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)

[Assign Me](#)

[Remove Case Manager Assignment](#)

Save **Cancel** **Delete**